



## Administrative Policies and Procedures: 29.4

<b>Subject:</b>	<b>Fire Safety and Sanitation Monitoring In DCS Leased and State-Owned Offices/Facilities</b>
<b>Authority:</b>	TCA 37-5-101, 37-5-102, 37-5-105, 37-5-106
<b>Standards:</b>	COA: ASE 1, 3.02, 3.03, 4, 6.01; 6.02; RPM 2.01
<b>Application:</b>	To All Department of Children's Services Employees

### Policy Statement:

Each DCS Regional Administrator or Designee (*herein referred to as "Administrator"*) shall organize a system of monitoring fire, safety, and emergency and sanitation procedures to ensure the welfare of staff, children/youth, and visitors in non-State leased offices and facilities and shall ensure that DCS employees, occupying offices in State-owned buildings and facilities adhere to and are provided a copy of the applicable State building [Safety Procedures Employees Handbook](#) or safety protocols.

### Purpose:

To ensure that all DCS leased offices and facilities adhere to applicable [National Fire Protection Agency \(NFPA\)](#) and [Tennessee Occupational Safety and Health Administration](#) by conducting fire, safety, communication protocols and sanitation inspections to ensure a safe environment to promote productivity for employees and effective service delivery to children and families.

### Procedures:

<b>A. Responsibilities of all DCS employees</b>	<p>All Employees at DCS offices and facilities locations will be observant for conditions that may cause fires or other hazards.</p> <ol style="list-style-type: none"><li>1. Appliance and equipment electrical cords must be maintained in good condition and protected from traffic that may fray the wires or create a tripping hazard. Outlets and switches must be covered and function properly.</li><li>2. Every effort will be made to minimize the use of chemicals that are significantly flammable, toxic, or caustic. All chemicals must be secured in areas that are not accessible to the public except under the supervision of DCS office staff.</li><li>3. In accordance with <b>Federal Statute 20 USCA 6082</b>, regardless of any smoking policy or lack thereof, smoking is <b>not</b> permitted in any state or leased occupied buildings and facilities in which children/youth are programmed or provided routine access and services. (See DCS Policy <b>1.9, <a href="#">Prohibition of Use of Tobacco Products.</a></b>)</li></ol>
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	<p>4. All employees will take appropriate measures to protect the safety of all persons who are in its facilities or on its grounds.</p>
<p><b>B. Responsibilities of owners of leased property</b></p>	<p>1. The owners of properties in which <b>DCS offices</b> are housed will maintain those properties in compliance with business occupancy standards of the <b>National Fire Protection Agency (NFPA) 101 (The Life Safety Codes, chapter 38 and/or 39)</b> and must provide a routine of inspections, testing, and servicing to ensure the proper operation of all fire safety equipment.</p> <p>2. Where DCS offices and facilities are leased, office staff members must notify the lessor about any problems regarding fire safety equipment. If the lessor fails to maintain functional equipment after notification, the office/facility Administrator or designee will register a formal complaint through the DCS Division of Facilities and Support Services.</p>
<p><b>C. Role of the fire and safety coordinator for <u>leased</u> property</b></p>	<p>1. The office/facility Administrator or designee will appoint a <b>Fire and Safety Coordinator</b> to conduct all in-house inspections for fire, safety, and sanitation practices and to document these inspections and deficiencies on forms <b>CS-0117, Checklist for Weekly Fire/Safety Inspections</b> and <b>CS-0190, Weekly Sanitation Checklist</b>.</p> <p>2. Written notification of the name of the employee appointed as the Fire and Safety Coordinator for each DCS office and facility must be provided to the Departmental Safety Officer in Facilities Management and Support Services.</p> <p>3. <b>For DCS Regional and Field Offices</b>, the fire and safety coordinator will conduct/coordinate one (1) annual fire drill in which all or most of the facility's office staff must participate which will be scheduled during normal working hours. Staff conducting the drills will document them on form <b>CS-0234, Emergency Drill Report</b>.</p> <p>4. Each office/facility Administrator or designee will have a <b>WRITTEN EVACUATION PLAN</b> that will outline the actions to be taken in the event of a fire or other emergency that will include, but not be limited to the following:</p> <ul style="list-style-type: none"><li>a) Instructions on how to use fire extinguishers or other tools to extinguish fires</li><li>b) Notifying and evacuation of other building occupants to include service recipients;</li><li>c) Providing assistance to employees and persons with mobility challenges and other special needs;</li><li>d) Evacuation to a designated gathering area and method of accounting for employees/visitors after evacuation;</li><li>e) Options for relocating service recipients; and</li><li>f) Notifying emergency responders (i.e., fire department, ambulance service, etc.).</li></ul>

	<ol style="list-style-type: none"><li>5. The evacuation plan must be included in the applicable <b><i>Emergency Response Plan</i></b>.</li><li>6. A copy of the written Evacuation Plan must be approved by the Director of Facilities Management and Support Services or designee. The plan must be revised as necessary and re-issued to the local fire department.</li><li>7. The fire and safety coordinator will ensure control and documentation of any flammable, toxic and caustic materials in leased offices and facilities.</li></ol>
<b>D. Role of the departmental safety officer</b>	<p>The DCS Safety Officer, Division of Facilities Management and Support Services or approved designee, will:</p> <ol style="list-style-type: none"><li>1. Assist designated Fire and Safety Coordinators on development of procedures on conducting fire and safety inspections and filling out appropriate forms;</li><li>2. Maintain inspection and fire drill records on file for three (3) years.</li></ol>
<b>E. Annual inspection of leased property</b>	<ol style="list-style-type: none"><li>1. Each leased office/facility will have an annual inspection by the DCS Departmental Safety Officer/designee, DCS Division of Facilities Management and Support Services to assess safety and security needs.</li><li>2. The office/facility Administrator or designee will ensure that any deficiencies cited are corrected as soon as possible by the property owner or management firm.</li></ol>
<b>F. Training on fire and safety</b>	<p>The DCS Departmental Safety Officer will provide training to all designated Fire Safety Coordinators or other employees, as needed, and ensure that this training is documented on the employee's training record.</p>
<b>G. Reporting fire or other property damage</b>	<ol style="list-style-type: none"><li>1. The appropriate office/facility Administrator or designee will notify the DCS fire safety officer immediately in the event of fire or property damage to a DCS office, facility or group home.</li><li>2. A DCS fire safety officer will respond when assigned to the incident location, investigate, and generate a report of the incident.</li><li>3. The report will be forwarded to the appropriate Executive Director of Regional Support and the Director of Facilities and Support Services no later than ten (10) working days after the incident occurred.</li><li>4. A copy of the report will be maintained on file by the DCS fire safety officer assigned to DCS Facilities and Support Services division.</li></ol>

<b>H. State-owned/ offices and facilities</b>	<ol style="list-style-type: none"><li>1. The Department of General Services, Division of Property Services Management operates and manages State-owned facilities and buildings. Facility administrators are assigned the responsibility for all activities related to fire safety, fire drills, building safety and security, building maintenance, renovations, utilities and janitorial services for state-owned facilities and buildings.</li><li>2. All state-owned offices and facilities must be supplied with a <u>Safety Procedures Employees Handbook</u> or safety protocol that will include, but not be limited to, the following emergency topics and procedures:<ol style="list-style-type: none"><li>a) Safety and security;</li><li>b) Building evacuation procedures;</li><li>c) Fire safety;</li><li>d) Directions for operating fire extinguishers; alarm pull stations</li><li>e) Procedures for severe weather; and</li><li>f) Medical emergencies;</li><li>g) Names of assigned fire safety responders or floor wardens (who will assist with building evacuation during an emergency)</li><li>h) Other safety tips include but are not limited to:<ul style="list-style-type: none"><li>◆ What to do when stuck in an elevator;</li><li>◆ How to handle bomb threats;</li><li>◆ How to handle suspicious letters and packages; and</li><li>◆ Workplace violence.</li></ul></li></ol></li><li>2. All employees occupying state-owned offices and facilities must receive a copy of the applicable <u>Safety Procedures Employees Handbook</u> and a copy of the <u>DCS Emergency Response Plan</u> for their respective worksite.</li></ol>
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<b>Forms:</b>	<i>CS-0117, Checklist for Weekly Fire/Safety Inspections</i> <i>CS-0190, Weekly Sanitation/Maintenance Checklist</i> <i>CS-0234, Emergency Exit Drill</i>
<b>Collateral documents:</b>	<i>Emergency Response Plan</i> <i>Evacuation Plans for Each DCS Leased Office and DCS Group Home</i> <i>National Fire Protection Agency (NFPA) 101 (The Life Safety Codes, chapter 38 and/or 39)</i> <i>Safety Procedures Employees Handbook (For State-owned Buildings/Offices)</i> <i>Tennessee Occupational Safety and Health Act of 1972 (TOSHA)</i> <a href="http://www.state.tn.us/labor-wfd/standproc.html">http://www.state.tn.us/labor-wfd/standproc.html</a>